EXAMPLES OF TYPICAL TASKS FOR SLO COUNTY OES
EMERGENCY SERVICES TECHNICIAN POSITION

- Standard Operating Procedure word processing – a high degree of proficiency with MS Word is of key importance to this task, and the job overall

- Standard Operating Procedure maintenance, tracking and distribution under the direction of Emergency Services Coordinators

- Basic field equipment maintenance, operational checks, distribution and inventory

- Database management

- Maintenance of emergency resource lists and contact lists

- Credentialing, badging (developing ID cards) and maintenance of emergency worker databases

- Assist with emergency facility readiness - testing and inventorying of equipment and documentation at emergency facilities to assure the facilities are immediately operational during emergencies

- General office tasks to include filing, ordering office supplies, office equipment maintenance, office organization, taking minutes, calendaring, document management systems, reprographic services, etc

- Customer service/public interface - professional and courteous interface with a wide variety of individuals in government as well as with members of the public. Occasionally the Emergency Services Technician will assist the Administrative Office with front/reception desk coverage, which is also the reception desk for the Board of Supervisors

- Timely and accurate maintenance of records – such as training course attendee tracking and taking inventories, that is essential for regulatory compliance

- Assist with exercise/emergency drill preparation under the direction of Emergency Services Coordinators.

- Participation in exercises and emergency drills

- Assist with maintaining budget, claims, invoices and other financial documentation related to grants and reimbursements

- Entry and expense/revenue/invoice tracking using the County's Enterprise Financial Management System

- Interagency coordination - Must be capable of working with multiple organizations and disciplines

- Website and social media maintenance and updates

- Response to actual emergencies during Emergency Operations Center activations